sIRB Continuing Review Submission Instructions: UAB is IRB of Record

Step 1: Log into IRAP (irap.uab.edu), using your BlazerID and Password

Step 2: In the left column, Click on “IRB/Human Subjects”

Step 3: Search for the IRB Project via one of the options below based on your role:
- If you are the PI named as key personnel on the protocol, or have been named as a delegate of one or more key personnel:
  - Click on “Search For”
  - Enter the IRB Project Number (IPN) in the Record Number field
  - Search by “IRB-XXXXXXXXX” or use the asterisk (*) before a portion of the protocol number as a wildcard for the search (ex: *XXXXXXXXX).
- If you are the PI, click on “Show/List” to see all of your projects.
- If you are the delegate of one or more of the study’s key personnel (including the PI) with access to human subjects:
  - Click on “Show/List”
  - Click on the “Show Delegates” (People) Icon
  - Select the name of the PI for the record that you are looking for.

Step 4: Click on the “Yellow Folder” to open the project

Step 5: The IRB Project record should load and show the main submissions folder. If you are able to add a submission, you should see “Edit Mode” in green text in the top right corner.

*If you see “View Mode” in red text, you do not have the ability to edit that record.
This can happen two different ways:
- Someone else is already in that record editing the submission
- You do not have the ability to edit the record

In this instance, you can call 205-975-IRAP (4727) or email IRAP@uab.edu for assistance.

Step 6: On the right side of the webpage, there is a drop down menu next to an “Add” button.
- Use the drop down menu to select “Continuing Review”.
- Click on “Add”.

Step 7: Click on the blue “Add” link.

Step 8: In the pop up window, scroll down to find the CONTINUING REVIEW EFORM:
- Select the “Add” checkbox for the “CONTINUING REVIEW EFORM”.
- Select the “Add” button.

Step 9: Open the CONTINUING REVIEW EFORM.

Step 10: Complete the information for the Continuing Review.

Step 11: When you are finished,
- Scroll to the top of the form,
- Click “Save”
- Check “Complete”

Step 12: Close the form.

Step 13: In the protocol record, click Submit.

Step 14: Click Done to close the record.